



Gila County Community Services Division

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"Unite low-income residents and community resources to overcome the challenges of poverty."

Gila County Community Action Program Advisory Board

Meeting Minutes

February 21, 2018

I. Call to Order/Welcome

The Gila County Community Action Program (CAP) Advisory Board met in regular session at 10:00 a.m. at 5515 S. Apache Ave. WIC Conference Room, Globe, AZ. Vice-Chairman Michael Black called the meeting to order at 10:06 a.m.

II. Roll Call and Introductions

Present: Michael Black (Vice-Chairman), Vicky Quesada, Margret Celix, and Lynn Canning.

Via Teleconference: Mario Villegas, Nolberto (Chuco) Waddell.

Excused Absence: Cody Newman (Chairman), Annie Hinojos (Secretary) and Audrey Opitz.

Guests/Staff: Dorine Prine, Elsa Bobier and Allison Torres.

III. Information/Discussion/Action to approve the CAP Advisory Board's November 15, 2017 meeting minutes.

Upon motion by Lynn Canning, seconded by Vicky Quesada, the Advisory Board unanimously approved the November 15, 2017 meeting minutes.

IV. Information/Discussion/Action to approve the 2nd quarter financial report.

Upon motion by Vicky Quesada, seconded by Lynn Canning, the Advisory Board unanimously approved the 2nd quarter financial report for the period October 2017 through December 2017.

A brief discussion ensued if the Trump administration will affect CAP funding. It was stated that it was unknown at this time how the budget cuts will be affected.

V. Reports/Updates

A. Chair's Report

Michael Black (Vice- Chairman) led the meeting in the absence of Cody Newman.

Mr. Newman had intended to have a monthly Board meeting via teleconference. However, due to his busy work schedule, he has postponed those meetings for a later date.

B. Director's Report

Dorine Prine stated that Malissa Buzan was attending another meeting and would not be present. Ms. Prine stated that Ms. Buzan did not have any specific items to report at this time.

C. Coordinator's Report (Dorine Prine)

1. Customer Satisfaction Data Report (handout)

Ms. Prine stated that Allison Torres compiles the customer satisfaction data report and she thanked Ms. Torres for doing a great job. Ms. Prine summarized that Community Services received 71 surveys in the last quarter. Mr. Black asked how long the process is when clients receive utility assistance. Ms. Prine went in depth about the entire process when clients are requesting utility assistance. She also explained that after the clients have signed the documents and left the office, there is still at least 30 minutes of work to process Federal and State required paperwork that must be completed and in the file. The process for one client can take up to two hours depending on the complexity of the case. Ms. Prine mentioned that CAP conducts home visits for homebound clients.

2. CAP Success Story (handout)

Allison Torres read aloud the CAP success story. During the Point in Time count a Community Services staff connected with a homeless individual. He was referred to CAP, Ms. Torres met with him the next day. Ms. Torres discussed his needs and possible CAP assistance. He stated that he had found a place that he could rent, but needed to wait until he received his Social Security income to pay the rent deposit. They discussed his income and budget to assess his options and see what he could afford and what assistance may be available to him. They went over eligibility documentation and set up another appointment. CAP provided bus passes so he could attend to his next appointment and to the Social Security office to get an award letter that would be needed to verify his income. He returned for his appointment with all the documentation he had gathered. Due to the client's followed through, maintained communication, and kept his appointments, CAP was able to assist with electricity and water. He was so excited to finally have a place of his own again and be off the streets. There is a lot involved in determining eligibility and it takes teamwork to collect the documentation, make phone calls, and complete the process. Despite his challenges, including lack of transportation, CAP and the client worked together and our client went from homeless to being housed.

VI. Call to the Public: There were no comments from the public.

VII. Special Guest Speaker: Jutta Ulrich, Community Action Program Director, from Arizona Community Action Association (ACAA) provided a PowerPoint presentation training to the Board on Community Action and Community Services Block Grant (CSBG) Overview of Programs and Reporting.

VIII. Open Discussion:

- Ms. Prine informed the Board that Lynn Canning has given her resignation due to health issues. Her position is voted upon by the Board of Supervisors.
- Ms. Prine announced that Payson will have a public transit system soon. The Transportation Group has been working for the last three years to bring a bus service system to Payson. Joanne Conlin, from the Payson Senior Center, has worked diligently to obtain a grant. This grant is available only every two years. The grant is written for two nine passenger bus vans, with the hopes of extending the bus service to Globe and Miami in the future. If the grant is approved, Payson should receive the funds by October 2018. With the use of the Senior Center vans, the bus service system should be in operation by November or December 2018.

VIII. Adjournment

Vice-Chairman Michael Black adjourned the meeting at 11:46 a.m.